



Dean of Student Culture (High School)

Position Type: Full-Time

Contact: joinourteam@ecsonline.org

About ECS

The mission of the Environmental Charter Schools (ECS) is to reimagine public education in low income communities of color to prepare conscious, critical thinkers who are equipped to graduate from college and create a more equitable and sustainable world. Environmental Charter Schools (ECS) is a non-profit charter management organization with a growing network of free public schools in South Los Angeles. Environmental Charter Schools create and refine engaging, project-based, environmentally-themed, arts-integrated, social-justice driven, interdisciplinary curricula and assessments.

Since its inception in 2000, ECS has been providing students with a unique learning experience that utilizes environmental service learning to inspire our students to find authentic meaning in their studies. ECS now proudly serves over 1200 students at two middle schools (Gardena and Inglewood) and two high schools (Lawndale and Gardena). ECS' student achievement outcomes include: ECHS Lawndale ranks in the top 2% of public high schools in U.S. News & World Report, 98% of students graduate high school with the coursework necessary for admission to a four-year college or university, and 97% of students are admitted into a four-year college. Most of our students will be the first in their family to graduate from college.

The Opportunity

Environmental Charter Schools is seeking a talented and dynamic leader with a proven record of success working in low income communities of color, to serve as the Dean of Student Culture. This role is responsible for the implementation of social-emotional learning best practices and will lead discipline programs that incorporate restorative practices and foster positive school climate. The Dean of Student Culture will support the Principal as they work to reach critical student and school achievement goals and maintain a positive, safe and caring collaborative environment where all members of the school community can thrive.

Responsibilities:

Student Support Services Responsibilities

- Implement and train students and staff on restorative justice practices.
- Support implementation of the Discipline Process & School Safety Plan including: handling discipline situations, maintaining discipline paperwork, accurately inputting data into PowerSchool.
- Available for contact with parents, students and staff to discuss student progress and problems after class, at night or on weekends (via cell phone or in person)
- Support climate and morale of students by building and maintaining a strong, positive, results-oriented school culture
- Supports the accurate reporting of attendance, including supplemental instructional hours.
- Support administration throughout the SARB process.
- Attend and participate in student support services/ Tier 3 student meetings.
- Collaborate with different departments and staff members to ensure appropriate services are offered to students to support their academic, social, and emotional needs.
- Engage with parents, students and staff to discuss student progress and concerns.
- Work directly with students and respond to students' academic, social, and emotional needs.
- Stays up-to-date on relevant student resources



School-Wide Programs & School Culture Responsibilities

- Help to create and maintain a school environment that is productive, safe and focused.
- Support with climate and morale of students by building and maintaining a strong, positive, results-oriented school culture.
- Coordinate a wide variety of student programs and services pertaining to student safety and academic success such as workshops, assemblies and community partnerships.
- Collect and analyze student climate survey data to develop measurable action plans for improved student climate.
- Co-plan, facilitate and attend school functions such as parent meetings, open house, parent teacher conferences, outdoor education field trips, and fundraisers, etc.
- Ensure and provide resources for a safe, efficient, and effective learning environment.
- Lead, support, and provide guidance for student council, fundraising, social, cultural, educational, and committees, programs, and activities.
- Assist with the coordination of annual middle school culmination ceremony, related activities, and student and faculty recognition programs.
- Create and maintain open communications regarding resources, priorities, and expectations of assigned student programs and personnel using multiple strategies.

Additional Responsibilities

- Co - supervise the afterschool coordinators, summer bridge leadership, training workshops, and activities for summer bridge mentors.
- Work with the parent coordinator to ensure that parents become partners with the school in supporting their students.
- Collaborate with families and community members, respond to diverse community interests and needs, and mobilize community resources.
- Work with community partners to provide support services and learning opportunities;
- Work with administration to create, refine, and implement master schedule.
- Identify, monitor, and provide supports and resources for Foster/Homeless Youth.
- Maintain work hours extending beyond school hours for other professional duties or functions such as staff meetings, student events, afterschool programming as needed.
- Participate in Environmental Charter Schools and individual professional development;
- Stay up-to-date on relevant student resources.
- Serve as Stand-In Administrator on an as-needed basis.
- Other duties as assigned.

JOB QUALIFICATIONS AND SKILLS

- Bachelor's degree required; Master's preferred;
- Charter school experience preferred;
- Experience working with parents and schools in a similar school community;
- A minimum of 3 years of school experience;
- Experience creating and implementing policies and systems;
- Excellent communication skills, both written and oral;
- Ability to motivate students and provide academic incentives for success;
- Entrepreneurial mindset with a drive for innovative practices
- Ability to learn, laugh, grow, question, work hard, develop, think big, collaborate, and innovate
- Ability to understand the unique social-emotional needs of students;
- Experience working in an urban school setting;
- Experience with conflict resolution a plus
- Adapt to changing student and procedural requirements.



- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of school, students, staff and community.
- Flexibility with changing student and procedural requirements.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of school, students, staff and community.

The Perks

- Competitive compensation package inclusive of a generous benefits package
- Enrollment in CalSTRS
- 100% of HMO level healthcare premium costs covered by employer, and contributions towards dependent healthcare
- Employer-paid ECS life insurance
- Voluntary Benefits (Supplemental Life, Accident, Short Term Disability, etc.)
- Generous time off program includes 22 holidays, sick leave and vacation
- Support with application to loan forgiveness programs, and access to 403b Retirement Plans
- Small Learning Communities with smaller class sizes and lower student to counselor ratios
- Credentialing and Induction support
- Social and Environmental Justice Focus
- Personal growth and enrichment opportunities

This job primarily operates on a school site and in classrooms and utilizes typical office equipment (computers, phones, photocopiers, etc.). Physical demands include: positioning to lift (should be able to lift up to 30 pounds to waist high), carry, push, and/or pull, kneel, stoop, crouch and bend. Generally, the job is 60% Stationary and 40% moving/traversing. Travel required for visits to other local school sites or the Home Office (as needed).

Although ECS is not currently mandating that employees be fully vaccinated against Covid-19, it is possible that this will be a requirement in the future (subject to state and federal guidelines).

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. ECS does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. ECS complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability. If you have any questions, please contact the Human Resource Administrator at (310) 214-3408.